



CITY OF HOUSTON

Job Posting

1	Applications accepted from	ALL PERSONS INTERESTED
2	Job Classification	Sanitarian III (Plan Review Section)
3	Posting Number	PN# 111203
4	Department	Health & Human Services Department
5	Division	Environmental Health
6	Section	Consumer Health Services
7	Reporting Location	8000 N. Stadium* or 3300 Main*
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Performs plan review and specialized inspections at public and private establishments and locations to ensure compliance with City health ordinances. May oversee the daily activities and technical inspections of a Health Inspection Service section.

CORE FUNCTIONS

- Reviews architectural blue prints of new and remodeled food establishments for compliance with City health ordinances and conducts pre-opening inspections. Consults with food establishment operators and contractors regarding regulations and submitted plans.
- Reviews departmental policies and procedures and makes recommendations for operational improvements and changes. Logs and maintains related files and prepares reports. Furnishes public health information to the public, business owners, governmental agencies, civic or education groups. Performs administrative functions; such as compiling and interpreting statistical data from various inspections and daily reports; develops divisional goals and objectives; serves on task forces and special committees.
- May conduct daily inspection activities of public and private establishments and locations for a Health Inspection Services section, including inspection-related work assignments, complaint investigation, and license and permit revenue collection.

10 **WORKING CONDITIONS**

This position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/ or very long periods of walking on rough surfaces on a routine basis.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

A Bachelor's degree, which includes 30 semester hours in basic or applied science courses, is required.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Two (2) years of experience as a registered Sanitarian are required.

13 **MINIMUM LICENSE REQUIREMENTS**

- Must have a Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP2-2).
- A State of Texas Sanitarian Registration (or similar) is required.

14 **PREFERENCES** Knowledge and familiarity with Plan Review process to check for Houston Ordinance compliance. Ability to work at Public Works Department location (Building Inspections and Plan Review)

15 **SELECTION/SKILLS TESTS REQUIRED**

All eligible applicants must pass evaluation process.

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No

This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

17 **SALARY INFORMATION**

GENERAL FUND POSITION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 21
\$1,450. - \$1,660 Biweekly \$37,700- \$43,160 Annually

18 **OPENING DATE**

June 14, 2006

19 **CLOSING DATE**

Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD Phone Number (713) 837-9496.

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